

## CHAPTER 5

STANDARDIZATION DOCUMENT POLICIESA. GENERAL

This Chapter addresses policies that must be considered during the standardization document development process. Appendixes D through H provide supplementary or tailored information for each type of standardization document. Figure 5-1, below, gives a general representation of the standardization document development process. The steps in this figure may vary depending on the situation.

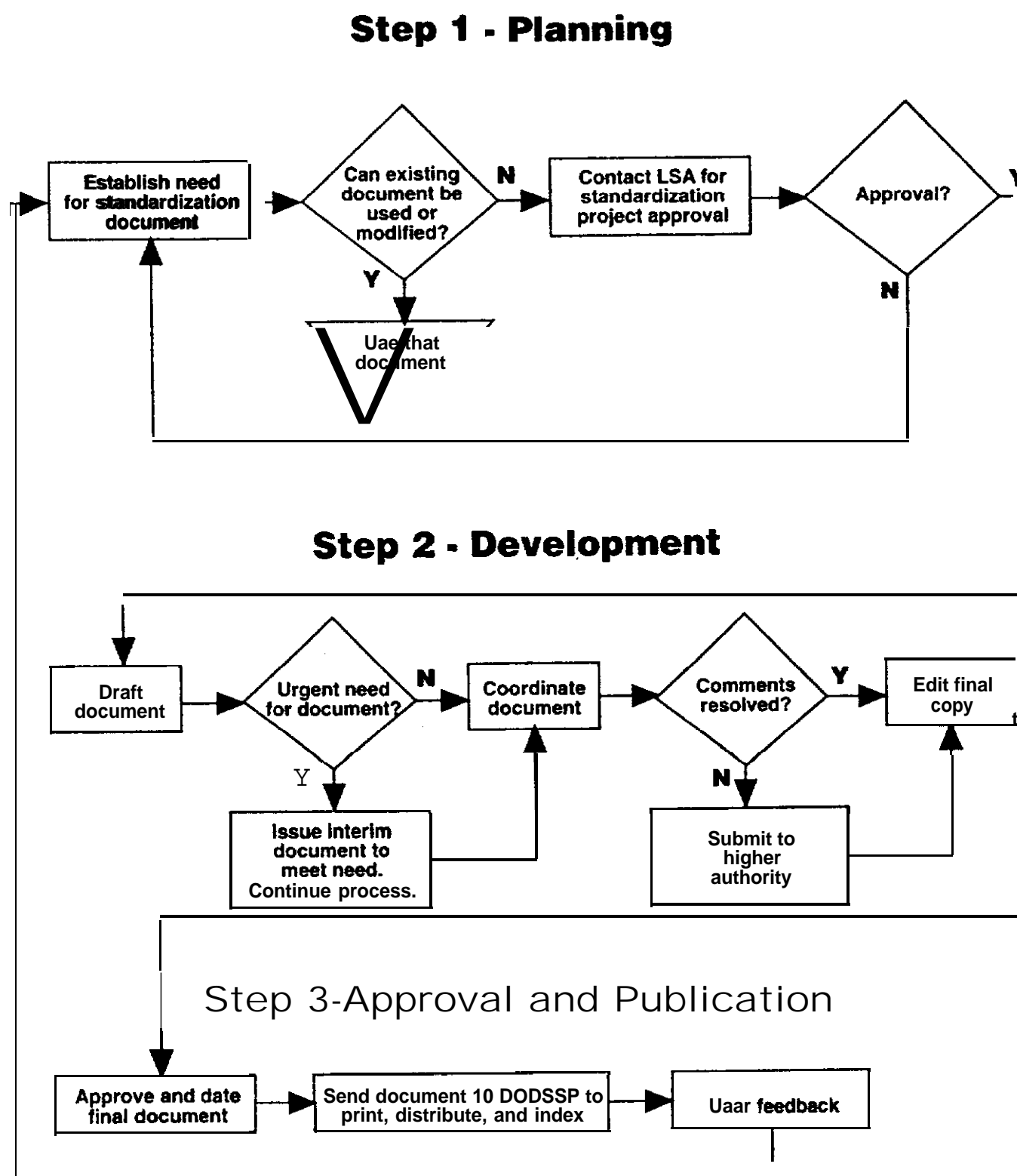


Figure 5-1. Typical Standardization Document Development Process

## B. TYPES OF STANDARDIZATION DOCUMENTS

1. NGS s. NGSS are prepared by private sector associations, organizations, and technical societies that plan, develop, establish, coordinate, ' or publish specifications, standards, handbooks, and other related documents. Except for documents required by law or international treaty, it is DoD policy to first consider using an existing NGS or support revising or developing a NGS to meet DoD needs. The use of NGSS supports the DoD commercial acquisition goals, conserves DoD resources, supports the U.S. industrial base, allows for dual-use technology, and improves the DoD's mobilization capabilities. Do not confuse NGSS with company standards. NGSS promote competition and usually provide a broad base of suppliers, whereas company standards tend to limit competition to a single supplier. Appendix D gives the policies, procedures, and responsibilities for the development, use, and adoption of NGSs.

2. CIDs CIDs are short, simple product descriptions or specifications that describe by salient functional or performance characteristics available commercial products that will meet the Government's needs. If a suitable NGS is not available or could not be revised or developed in time to satisfy an acquisition need for a commercial product, then develop a CID. A useful approach is to use a NGS as the basis for the CID, and then make additions or modifications to the NGS in the CID. Once the NGS has been modified to meet the needs of the Department of Defense, the CID shall be canceled. Besides the general requirements of this Chapter, Appendix E gives supplementary information for the development of CIDs.

3. Federal Specifications. Preparing Activities shall develop or update Federal specifications to establish requirements for commercial products, if specific design, performance, interface, or other essential characteristics cannot be described adequately by a NGS or a CID.- If a NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the Federal specification, and the Federal specification should contain only those additional requirements needed by the Department of Defense. Besides the general requirements of this Chapter, Appendix F gives supplementary information for the development of Federal specifications.

4. Federal Standards. Preparing Activities shall develop or update Federal standards to establish requirements for commercial processes, procedures, practices, or methods, if specific requirements cannot be described adequately by a NGS. If a NGS exists that

contains the basic technical requirements for a product or process, it should be referenced in the Federal standard, and the Federal standard should contain only those additional requirements needed by the Department of Defense. Besides the general requirements of this Chapter, Appendix F gives supplementary information for the development of Federal standards.

5. Military Specifications. Preparing Activities shall develop or update military specifications to establish requirements for military-unique products or commercial products that must be substantively modified to include military-unique requirements. If a NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the military specification, and the military specification should contain only those additional requirements needed by the Department of Defense. Besides the general requirements of this Chapter, Appendix G gives supplementary information for the development of military specifications.

6. Guide Specifications. Preparing Activities may develop or update guide specifications as an alternative to military specifications to identify the functional or performance characteristics for subsystems, equipments, or components. Guide specifications identify recurring essential requirements for types of systems, subsystems, equipments, or assemblies that must be determined for each acquisition before solicitation or contractor selection. For facilities construction, guide specifications follow industry practice of including installation and administrative requirements. Guide specifications offer the advantage of standardizing on the essential requirements that must be determined for each acquisition without imposing restrictive, single-solution requirements. If the **reprocurement** strategy requires identical form, fit, and function from competitive sources, then a military specification is preferable. Besides the general requirements of this Chapter, Appendix H gives supplementary information for the development of guide specifications.

7. Military Standards. Preparing Activities shall develop or update military standards to establish requirements for military-unique processes, procedures, practices, or methods, or commercial processes, procedures, practices, or methods that must be substantively modified to include military-unique requirements. If a NGS exists that contains the basic technical requirements for a product or process, it should be referenced in the military standard, and the military standard should contain only those additional requirements needed by the Department of Defense. Besides the general require-


ments of this Chapter, Appendix G gives supplementary information for the development of military standards.

8. Military Handbooks. Preparing Activities shall develop or update military handbooks to provide guidance on procedural, technical, or design information for products, processes, practices, and methods. Preparing Activities may also develop or update military handbooks to provide guidance on the selection or application of commercial products, processes, practices, and methods. Do not use military handbooks to specify mandatory requirements. Besides the general requirements of this Chapter, Appendix G gives supplementary information for the development of military handbooks.

9. Military Bulletins. Preparing Activities shall develop or update military bulletins when it is necessary to provide special listings of Federal, military, and non-Government documents applicable to types of systems, subsystems, equipments, or assemblies. Besides the general requirements of this Chapter, Appendix G gives supplementary information for the development of military bulletins.

#### C. DRAFT DEVELOPMENT

Once the LSA has authorized a standardization project, draft development should begin. Table 5-1, below, identifies the documents that govern the format and content requirements for standardization documents. The Preparing Activity shall ensure that recommendations and problems from standardization document improvement proposals, materiel deficiency reports, value engineering proposals, waiver and deviation requests, and any other source of user feedback are addressed in the draft. For complicated documents or those with wide applicability, a working group composed of representatives from interested DoD activities and other private sector organizations and civilian Agencies can be an efficient means of developing a draft that is suitable to all concerned, thereby minimizing conflicts arising from coordination comments. Besides technical and format considerations, table 5-2, below, lists several administrative requirements that the Preparing Activity must address for every standardization document.



Type of Standardization Document	Requirement Document Governing Content and Format
NGS	Each NGSB has its own content and format guide or rules. Appendix D gives format for the adoption and withdrawal notices
CID	FPMR 101-29 (reference (m) )
Federal specification or standard	Reference (m)
Military specification	MIL-STD-961 (reference (x) )
Military standard, handbook, or bulletin	MIL-STD-962 (reference (Y) )
Guide specification	Appendix H

Table 5-1. Format and Content Guides for Standardization Documents

	CID	FED SPEC OR STD	GUIDESPEC	MIL-BUL	MIL-HDBK	MIL SPEC OR STD	NGS
AMSC NUMBER	N	*	*	N	N	*	N
CUSTODIANS	UR	UR	UN	UN	UR	UR	UR
DISTRIBUTION STATEMENT	R	R	R	R	R	R	R
GSA PROJECT AUTHORIZATION	N	R	N	N	N	N	N
FOR FSG 89 DEPT R OF AGRICULTURE AUTHORIZATION		R	N	N	N	N	N
IMPLEMENTS INTERNATIONAL STANDARDIZATION AGREEMENT	UN	M	M	N	N	M	M
PROJECT NUMBER	R	R	R	R	R	R	R
QUALIFICATION REQUIREMENT	N	M	N	N	N	M	M
SECURITY CLASSIFICATION	N	N	M	UN	UN	M	N

\* = AMSC NO. ONLY REQUIRED IF SOURCE DOCUMENT FOR DATA ITEM      DESCRIPTION  
M = MAY BE REQUIRED  
N = NOT REQUIRED  
R = REQUIRED ALWAYS  
UN = USUALLY NOT REQUIRED  
UR = USUALLY REQUIRED

Table 5-2.    Matrix for Determining Standardization Document Administrative Requirements

1. Acquisition Management System Control (AMSC) Number. For a new or revised specification or standard that serves as a source document for a data item description, the Preparing Activity shall submit the final numbered document to the OSD Acquisition Management Source Data List (AMSDL) Clearance Office (see the SD-1 (reference (t)) for current address) for approval and assignment of an AMSC number to indicate clearance of the data requirements. The Preparing Activity shall not submit amendments or change notices for these documents to the AMSDL Clearance Office, but they shall reflect the same AMSC number and copies shall be sent to the AMSDL Clearance Office for record purposes. The Preparing Activity shall cite either the assigned AMSC number or, as will be the case for most documents since they are not source documents for data item descriptions, "AMSC N/A" in the lower left-hand corner of the first page of standardization documents (for NGSS, the "AMSC N/A" only appears on the adoption or withdrawal notice). Military handbooks and bulletins, CIDs, and NGSS shall not be source documents for data item descriptions.

2. Distribution Statements. Distribution statements shall conform with MIL-STD-1806 (reference z)) and shall appear on the first page of all standardization documents (for NGSS, the statement only appears on the adoption notice). Since NGSS, CIDs, and Federal specifications and standards describe commercially available products and processes, the Preparing Activity shall always mark these documents "Distribution Statement A. Approved for public release; distribution is unlimited." The Preparing Activity will usually mark military standardization documents with "Distribution Statement A," but must evaluate each document against the criteria in reference (z) during draft development to determine if the release of the technical information should be restricted. The Preparing Activity is authorized to determine the appropriate distribution statement, but if other than "Distribution Statement A" is selected, the Preparing Activity shall document the rationale in the project file.

3. Security Classification. If applicable, the Preparing Activity shall determine the security classification of standardization documents in accordance with DoD 5200.1-R (reference (aa)). Since NGSSs, CIDs, and Federal specifications and standards describe commercially available products and processes, the Preparing Activity shall not place a security classification on these documents.

4. Qualification. The Preparing Activity must send all requests to include qualification in new specifications or add qualification to existing specifications to its DepSO for approval. If the DepSO agrees, the DepSO shall send the request to the OASD(P&L) SPD for

final approval. The policies and procedures for qualification are in Appendix B.

5. International Standardization Treaties and Agreements. DoD activities that negotiate international standardization treaties or agreements should coordinate with the Preparing Activities of potentially affected documents and must ensure that DoD standardization documents are changed or developed to implement an international standardization treaty or agreement. Examples of such documents are North Atlantic Treaty Organization Standardization Agreements, Quadripartite Army Standardization Agreements, Quadripartite Navy Standardization Agreements, and the Air Standardization Coordinating Committee Air Standards. All new and revised standardization documents shall conform to existing international standardization agreements to the maximum extent practicable.

a. When DoD Standardization Documents Exist. International standardization agreements should be based on or consistent with existing DoD standardization documents. This ensures that commitments under these agreements are feasible and will not adversely affect the Department of Defense. If it is found in the process of negotiating the international standardization agreement that trade-offs could be accepted to enhance standardization without adversely affecting the performance, quality, cost, or reliability of U.S. equipment, these trade-offs should be negotiated. Subsequent action should then be taken by the United States to revise the DoD standardization document to comply with the international agreement. Once a DoD standardization document is linked to an international agreement, the Preparing Activity shall coordinate all future changes with the DoD activity responsible for the agreement, as identified in the DoDISS (reference (n)).

b. When DoD Standardization Documents Do Not Exist. Where international agreements are not implemented by existing DoD standardization documents, the DoD activity responsible for the international agreement shall forward a copy of the agreement to the cognizant LSA for information and consideration in future standardization planning.

c. Private Sector Agreements. The DoD Components shall participate in the development of international standards by recognized private sector professional or technical organizations. Preparing Activities shall either use existing international private sector standards by formal adoption or shall ensure that new or



revised DoD standardization documents conform to them to the maximum extent practical.

d. Cancellation. Before canceling a standardization document, the Preparing Activity shall review it for international standardization agreements. If a document is found to contain a current agreement, the Preparing Activity shall either not cancel the document or shall have the provisions of the agreement incorporated into another document.

#### D. COORDINATION

The extent of coordination depends on whether a standardization document is a coordinated, limited coordinated, or interim document.

1. Coordinated Documents. Coordinated documents are those that are used by more than one Military Department or Defense Agency. Most standardization documents should be coordinated ones. As a minimum, the Preparing Activity shall coordinate new, updated, and canceled standardization documents as shown in table 5-3, below. Any data item descriptions (DIDs) associated with a standardization document shall be coordinated with the document during the development process. The addresses for the offices serving as the LSA, the Custodians, and the Review Activities, as well as the addresses for civilian Agency standardization offices and many industry associations and NGSBS are in the SD-1 (reference (t)).

a. Preparing Activity. The Preparing Activity shall send the draft document and distribution list in the quantities indicated in reference (t) ) to the LSA and each Custodian and Review Activity shown on the document or listed in the DoDISS (reference (n)) . For new documents, the Preparing Activity can usually determine the Custodian and Review Activities by checking reference (n) and seeing what activities are interested in similar documents. If the Preparing Activity needs help, the LSA may suggest some Custodians and Review Activities. The coordination letter shall give as a minimum: the dates when comments are due to the Custodians and Preparing Activity; where to send comments; a point-of-contact; and identify the major document changes and the expected benefits.

b. LSA. If requested, the LSA shall assist the Preparing Activity in determining Custodians and Review Activities. The LSA shall also review standardization documents to ensure compliance with DSP policies, procedures, and if applicable, the standardization program plan.

c. Custodians. All comments in a Military Department or a Defense Agency shall be sent to the Custodian for resolution and consolidation. The Custodian shall inform their activities of comments ~~that~~ were not submitted to the Preparing Activity. This may be done with a telephone call, a **telefax**, or letter. The Custodian shall also review the Preparing Activity's distribution list. If another activity should be included in the distribution, the Custodian should call the Preparing Activity to send copies. The Custodian response to the Preparing Activity shall identify Review Activities and essential and suggested comments, and if applicable, transfer Custodian responsibility to another activity.

d. Review Activities. Review Activities shall send their comments to their cognizant Custodian, marking the comments essential or suggested, as applicable.

e. Civilian Agencies. The Preparing Activity shall coordinate Federal specifications and standards with the civilian Agencies identified by the GSA, the Department of Veterans Affairs (for FSG 65 documents), and the Department of Agriculture (for FSG 89 documents). CIDS are coordinated with civilian Agencies, as required. The Preparing Activity shall coordinate military standardization documents with civilian Agencies, where appropriate.

f. Private Sector. The Preparing Activity shall coordinate draft documents with a representative cross-section of manufacturers and other private sectors users. Coordination with industry associations or technical and professional societies may fulfill this requirement, if the Preparing Activity determines that such organizations can provide a representative cross-section. For documents with qualification, the Preparing Activity shall coordinate the draft specification with the manufacturers listed on the QPL or the QML. Preparing Activities should consider sending drafts to other private sector organizations, such as distributors, laboratories, NGSBs, and universities, but it is not mandatory.

g. Coordination Time. The Preparing Activity shall allow a minimum of 60 days for coordination time, unless the LSA and the Custodians agree to a shorter coordination time. The Preparing Activity may extend the coordination time to accept late comments.

h. Expedited Coordination. Where a revision, amendment, or notice is limited to minor technical, editorial, or administrative changes, the Preparing Activity only needs the concurrence of the LSA

and the Custodians, and should use the telephone, **telefax**, or **elec-**tronic coordination to obtain concurrence. The LSA or the Custodians may request follow-up correspondence for record purposes. If the LSA or the Custodians do not agree with the proposed changes or that the **changes are minor**, they may require full coordination. If necessary, the Preparing Activity should use the LSA to mediate any disagreements with the Custodians. Expedited coordination shall not be used for new documents, major revisions, or cancellations.

Type of Standardization Document	Coordinate With
-Adoption Notices for NGS	Custodians Review Activities LSA Other users,* if applicable
CIDS	Custodians Review Activities LSA Civilian Agencies, if applicable Other users* if applicable Private sector
Federal Specifications and Standards	Custodians Review Activities LSA Civilian Agencies Other users,* if applicable Private sector

Table 5-3. Required Coordination for Coordinated Documents

Type of Standardization Document	Coordinate With
Military Standardization Documents	Custodians Review Activities LSA Civilian Agencies, if applicable Other users,* if applicable Private sector

\* Other users are DoD activities that use the document, but are not SMAS . Examples would include laboratories, shipyards, depots, repair facilities, and procuring activities.

Table 5-3. Required Coordination for Coordinated Documents, continued

2. Limited Coordinated Documents. Limited coordinated documents are those used by only one Military Department or Defense Agency and do not have Custodians. Limited coordinated documents should be the exception rather than the rule since they do not promote interdepartmental standardization. The LSA shall require strong justification before approving a standardization project for a limited coordinated document. Limited coordinated documents shall follow the same procedures as coordinated documents, except as follows:

- a. The Preparing Activity must allow a minimum of 30 days coordination time.
- b. As a minimum, limited coordination should include the LSA, the DoD users in the Military Department or the Defense Agency, and manufacturers (see subsection D.I., above, of this Chapter) .
- c. Minor technical, editorial, or administrative changes may be issued without coordination if the LSA concurs with the Preparing Activity's request for simultaneous initiation and completion project approval.
- d. To meet urgent acquisition needs or correct a serious safety problem, a limited coordinated document may be issued or revised without coordination. This practice is discouraged since it

indicates poor planning. If the LSA is convinced of the need, two project numbers should be issued: one to meet the immediate need and a second for the document to be coordinated.

3. Interim Documents. Interim documents allow for quick changes to be made to coordinated documents when time does not permit normal coordination. Interim documents shall follow the same procedures as limited coordinated documents, except as follows:

a. The LSA shall assign two standardization project numbers for all interim document requests: one for the interim document and a second for the coordinated document that will supersede the interim.

b. The LSA shall assign a standardization project number for the coordinated document having a project completion date not exceeding 2 years from the date of the project assignment for the interim document.

c. No coordination is required for the interim document.

d. Only one interim document shall exist at a time for a coordinated document.

e. The interim document must be superseded by a coordinated document within 2 years of the interim document's approval date or it shall be canceled by the OASD (P&L) SPD.

#### E. COMMENT RESOLUTION

The Preparing Activity shall consider all comments received during coordination, but need only incorporate or resolve "essential" comments. A standardization document shall not be approved by the Preparing Activity with unresolved essential comments. The Preparing Activity should resolve comments as quickly as possible, requesting arbitration from higher authority, if necessary. The following criteria shall be used for handling coordination comments:

1. Essential Comments. Only the LSAS, the Custodians, the Review Activities, the DepSOs, and the OSD may make essential comments. Civilian Agencies may make essential comments on documents in which they have a recorded interest or serve as the buying activity. For a comment to be essential, it must be of such an important technical nature that its acceptance is necessary to meet the mission needs of a Military Department or a Defense Agency. Comments about

noncompliance with DSP policies may also be designated as essential. Essential comments must be justified or they will be treated as suggested. Custodians shall review all of the essential comments in their Military Department or Defense Agency, and change any comments inappropriately marked as "essential" to "suggested" after notifying the comment submitter. Review Activities may appeal the Custodian's action to their DepSO. If the Preparing Activity receives comments inappropriately marked as "essential," the Preparing Activity may change the comments to "suggested" after notifying the submitting activity. Activities submitting essential comments may appeal the Preparing Activity's disposition of their comments to the appropriate LSA. If the LSA is unable to resolve the matter, it may raise the issue to the Preparing Activity's DepSO for resolution. If the DepSO is unable to resolve the matter, it may raise the issue to the OASD(P&L)SPD for final resolution.

2. Suggested Comments. Suggested comments include editorial changes, questions, general observations, and technical content preferences that are not absolutely necessary to meet mission requirements. Normally, most comments should be suggested. suggested comments do not require resolution.

3. Responding to Comments. If the Preparing Activity accepts all essential comments, then a response is not necessary. However, a courtesy response is encouraged. If the comments are few, the Preparing Activity should use the telephone to advise submitters how their comments were handled. For numerous or complex comments, the Preparing Activity shall respond with a letter or hold a comment resolution meeting.

4. Resolving Essential Comments. The Preparing Activity may resolve essential comments in one of the following ways:

a. The Preparing Activity may accept the comment.

b. The Preparing Activity may accept the comment with modification. The Preparing Activity shall tell the comment submitter of the modification and give the submitter at least 30 days to rebut the modification. If no reply is received in 30 days, the Preparing Activity may issue the document.

c. When justified, the Preparing Activity may downgrade the comment to suggested. The Preparing Activity shall tell the comment submitter of the change and give the submitter at least 30 days to

rebut the action. If no supportable objections are received in 30 days, the Preparing Activity may treat the comments as suggested.

d. When justified, the Preparing Activity may reject the comment, allowing the comment submitter at least 30 days to rebut the rejection. If no supportable objections are received in 30 days, the Preparing Activity may issue the document without incorporating the essential comment.

e. A working group composed of representatives from interested DoD activities and other private sector organizations and civilian agencies can be an effective means of resolving comments on a complex or controversial document.

f. If the Preparing Activity cannot resolve the comment in a timely manner, the Preparing Activity may ask the LSA to mediate. If the LSA cannot resolve the disagreement, the Preparing Activity shall submit the unresolved comments to its DepSO to take appropriate resolution action. If the DepSO cannot resolve the disagreement, it shall submit the unresolved comments to the OASD(P&L)SPD for arbitration.

#### F. DOCUMENT APPROVAL

Once the comments are resolved, the Preparing Activity may approve the document and date it. The Preparing Activity shall submit a DD Form 1585 and copy of the approved document to the LSA to indicate completion of the standardization project. If the LSA discovers that the approved document does not comply with DSP policies, it should contact the Preparing Activity immediately. If the Preparing Activity does not take corrective action or the LSA is not satisfied with the Preparing Activity's explanation, the LSA may unilaterally cancel the document. The Preparing Activity may appeal any cancellation action through its DepSO to the OASD(P&L)SPD.

#### G. DOCUMENT NUMBERING

For new documents, the Preparing Activity shall assign a document number only after approval, not during the draft stages.

1. Military Standardization Documents. For military specifications, standards, handbooks, and bulletins, the OASD(P&L)SPD assigns a block of numbers to each DepSO. The DepSO assigns a block of numbers to each SMA in its Military Department or Defense Agency that prepares military standardization documents. For guide specifica-

tions, the OASD (P&L) SPD assigns a block of numbers directly to Preparing Activities.

2. CIDs. For CIDS, the GSA assigns a block of numbers to the OASD (P&L) SPD. The OASD (P&L) SPD assigns a block of numbers to each DepSO. The DepSO assigns a block of numbers to each SMA in its Military Department or Defense Agency that prepares CIDS.

3. Federal Specifications and Standards. For Federal specifications and standards, the GSA, the Department of Veterans Affairs (for FSG 65 documents), and the Department of Agriculture (for FSG 89 documents) assign a document number directly to the DoD Preparing Activity on approval of the document. Numbers are not assigned in blocks, but on a document by document basis.

#### H. PRINTING, DISTRIBUTION, AND INDEXING

The DoDSSP shall print, distribute, and index standardization documents. Consistent with the policies and procedures in this Manual and under the direction of the OASD (P&L) SPD, the DoDSSP is responsible for the procedures for printing, distributing, and indexing standardization documents. The DoDSSP's printing costs shall be borne by the Military Departments and the Defense Agencies, which, unless other arrangements have been made with the DoDSSP, shall submit quarterly to the DoDSSP a document citing funds for the financial support of their requirements.

1. Printing. The Preparing Activity shall send the approved and dated document to the DoDSSP in 30 days of dating the document. For Federal specifications and standards and CIDs, the Preparing Activity shall send the document to the DoDSSP and the GSA. The Preparing Activity shall adhere to the following criteria or the DoDSSP shall return the document:

a. A correctly completed print order Form NPPSO 5604/4, "Print Order (Initial)," must accompany the document.

b. The document must be typed; single spaced on one side only; on 8-1/2- by 11-inch plain, white, bond paper with no water marks (or DD Form 672, "Military Specification Sheets," if applicable); 1-inch margins; and the print or drawing quality shall be comparable to a laser or letter quality printer. Copies or pages that are of poor quality print, photostatic copies, or have strike overs, stray marks, or paste-ups are unacceptable and shall be returned.



c. The document must conform to the format rules found in the applicable style guides in Table 5-1, above.

d. For NGSS, the adopting activity shall send a copy of the adoption notice and the approved standard.

e. Reinstatement notices must be accompanied by a copy of the reinstated document. Both the notice and document must be suitable for reproduction.

2. Distribution. The DoDSSP shall distribute standardization documents using the following criteria:

a. The DoDSSP shall maintain automatic distribution lists for standardization documents based on the FSCS and the standardization areas. The public and private sector organizations and individuals that subscribe to a FSC or a standardization area shall receive all of the new documents and changes to documents as they are published, except those that have restricted distributions.

b. The DoDSSP shall update the automatic distribution lists annually to determine need and subscription quantities.

c. Classified standardization documents are not distributed automatically and shall be issued only on a "need-to-know" basis. Requests for copies must be approved by the Preparing Activity.

d. Standardization documents marked other than "Distribution Statement A. Approved for public release; distribution is unlimited" will only be issued consistent with the distribution restrictions selected by the Preparing Activity in conformance with MIL-STD-1806 (reference (z)).

e. Instructions on ordering individual standardization documents are provided in the DoDISS (reference (n)) or the Defense Printing Service Guide 1 (reference (bb)) .

f. The Department of Defense and other Government activities may obtain copies of canceled standardization documents from the DoDSSP . The private sector may obtain copies of canceled standardization documents on certification of need by a Government contracting officer.

g. Copies of NGSS shall only be distributed to DoD activities. Other Government activities and the private sector must obtain copies from the issuing NGSB or other private sector source.

3. Indexing. The DoDSSP shall index all unclassified standardization documents in the DoDISS (reference (n)) . The DoDSSP shall index classified standardization documents in a separate listing, which is available to DoD activities and DoD contractors only. The DoDSSP shall:

a. Publish reference (n) annually in four parts:

(1) Part I - alphabetical listing.

(2) Part II - numerical listing.

(3) Part III - FSC and standardization area listing.

(4) Part IV - canceled documents listing.

b. Update reference (n) quarterly with supplements.

c. Issue notices to reference (n) twice a month to list new, updated, adopted, inactivated for new design, canceled, reinstated, or validated standardization documents received by the DoDSSP for printing and indexing.

4. Changes to the DoDISS (Reference (n)). Preparing Activities shall provide the DoDSSP with changes or corrections to reference (n) by submitting a DD Form 1865. Custodians and Review Activities may also make changes by submitting a DD Form 1865 to the DoDSSP with a copy to the Preparing Activity. If the FSC, standardization area, or Preparing Activity is changed, the Preparing Activity shall also send a copy of the DD Form 1865 to the LSA.

#### I. DOCUMENT MAINTENANCE

Standardization documents affect the initial acquisition of new systems and equipments and the required logistic support. These documents must contain valid requirements that accurately describe the users' needs, current technology, modern industrial practices, and relevant testing methods. The Preparing Activity is responsible for maintaining its standardization documents. As a result of user feedback and the overage document review, the Preparing Activity must continually update or validate the requirements in its standardiza-

tion documents until the document is inactivated, superseded, or canceled.

1. User Feedback. User feedback from industry, program offices, inspection offices, procuring activities, and other users who must comply with a standardization document is an important indicator of the document's effectiveness in meeting a requirement. Preparing Activities shall encourage and respond to user feedback in a timely manner.

a. DD Form 1426, "Standardization Document Improvement Proposal." The DD Form 1426 is the primary communication link between the users of standardization documents and the Preparing Activities. The Preparing Activity shall include a DD Form 1426 as the last page of all Government specifications, standards, handbooks, and bulletins. The DD Form 1426 is optional on CIDS and specification sheets. The DD Form 1426 shall not be attached to amendments or notices, except to change the responsible activity or its address. Preparing Activities shall reply to submitters of DD Forms 1426 within 30 days from receipt. That reply should indicate what action will be taken on the proposal. Replies indicating the comment will be considered at the next update should be avoided.

b. Deviations and Waivers to Military and Federal Specifications and Standards. Deviations and waivers should not be approved without ensuring that the military or Federal specification or standard reflects valid technical requirements. Procuring activities shall notify the appropriate Preparing Activity and the LSA of a deviation or waiver to a military or Federal specification or standard that was approved to correct an invalid requirement. Repeated use of a deviation or waiver to correct an invalid requirement in a military or Federal specification or standard is prohibited unless the Preparing Activity begins a standardization project to correct the invalid requirement.

2. Overage Document Review. All documents listed in the active DoDISS (reference (n)) must be reviewed within 5 years from the time they were last updated or validated. The DoDSSP shall mail an annual listing of military and Federal standardization documents that are 5 years or older to the appropriate Preparing Activities, the DepSOs, and the OASD(P&L) SPD. The Preparing Activities shall review these lists and take one of the following actions:

a. The overage document list is extracted from the information in reference (n). If the information is incorrect, the Prepar-

ing Activity shall submit a DD Form 1865 to the DoDSSP to make the correction.

b. For Government standardization documental if the document is technically current and conforms to DSP policies, the Preparing Activity shall issue a validation notice with a copy to the LSA.

c. For NGSS, a validation notice is not required since each NGSB conducts its own overage document review to ensure technical currency. The adopting activity need only ensure there is still a need for the NGS.

d. Establish a standardization project to update the document.

e. Inactivate the document for new design.

f. Cancel the document.

3. Failure to Take Action on Overage Documents. If a Preparing Activity does not take appropriate action to validate, update, inactivate for new design, or cancel an overage document after 1 year, the LSA may cancel the document, or if another SMA agrees to accept Preparing Activity responsibility, transfer the document. Before taking such unilateral action regarding a document, the LSA shall notify the delinquent Preparing Activity of its intention to cancel or transfer the overage document and shall allow at least 30 days for the Preparing Activity to initiate corrective action.

4. Revisions. A revision to a standardization document is part of the basic maintenance process. The revision process is the same as the basic document development process discussed throughout this Chapter. The format for revising a standardization document is discussed in the applicable format and content guides shown in Table 5-1, above. A new document shall be prepared, rather than revised, where requirement changes would significantly affect applicability or scope.

5. Amendments. Amendments make short, simple changes to military and Federal specifications. No other Government standardization document may be amended. If the number of amendment pages exceeds 25 percent of the basic document page count, the Preparing Activity shall revise the specification. The amendment process is the same as the basic document development process discussed throughout this Chapter. MIL-STD-961 and the GSA Handbook FPMR 101-29 (references

(x) and (m)) address amendment format and content for military and Federal specifications, respectively.

6. Change Notices. Change notices transmit page revisions for military standards, handbooks, and bulletins, and Federal standards. The change notice process is the same as the basic document development process discussed throughout this Chapter. MIL-STD-962 (reference (y)) addresses the change notice format and content for military standards, handbooks, and bulletins. The GSA Handbook FPMR 101-29 (reference (m)) addresses the change notice format and content for Federal standards.

7. Validation Notices. Validation notices indicate the Preparing Activity has reviewed an active Government standardization document that has not been updated or validated for 5 years and determined that the requirements are current, meet the users' needs, and comply with the policies of the DSP. The Preparing Activity shall not validate any active document that does not meet all of these criteria. The Preparing Activity shall also review inactive for new design documents every five years to validate only that there is still a need for the document. The following policies and procedures shall apply for validation notices:

- a. The format for validation notices shall be as specified in MIL-STD-961 or MIL-STD-962 (references (x) and (y)) .
- b. Validation notices shall not make any changes to the basic document other than to update Custodians and Review Activities. Only revisions, amendments, or change notices can be used to make changes.
- c. Validation notices do not require project numbers.
- d. The Preparing Activity does not have to coordinate a validation notice, but shall provide the LSA with a copy of that notice.
- e. Validation notices shall not be issued for NGSS, but every 5 years, the Preparing Activity shall verify that there is still a need and that the most current NGS is adopted.

8. Inactive for New Design Notices. Inactive for new design notices indicate that a document shall not be used, except to support or reprocurve existing items. In the normal life cycle of a standardization document, it is common that an inactive for new design action

will take place many years before a document is eventually canceled. The process for issuing an inactive for new design notice is the same as the basic document development process discussed throughout this Chapter. The format for revising a standardization document to make it inactive 'for new design is discussed in the applicable format and content document shown in table 5-1, above.

9. Cancellation Notice. The Preparing Activity shall issue a cancellation notice when a standardization document is no longer needed for acquisition, reprocurement, or design. The format for canceling a standardization document is discussed in the applicable format and content document shown in table 5-1, above. The process for issuing a cancellation notice is the same as the basic document development process discussed throughout this Chapter, except as follows:

a. There shall be no expedited coordination to cancel a document. The Preparing Activity shall always allow at least 60 days for the LSA, Custodians, Review Activities, industry, and other users to comment on the proposed cancellation of a coordinated document and 30 days for a limited coordinated document.

b. The Preparing Activity should include a statement in the coordination letter that any Custodian or Review Activity that still requires the document should be willing to assume Preparing Activity responsibility.

c. See Appendixes E and F for additional requirements on canceling CIDS and Federal specifications and standards.

10. Reinstatement Notices. The Preparing Activity, or with its permission another activity, may reinstate a canceled document by issuance of a notice of reinstatement. The format for reinstatement notices is discussed in the applicable format and content document shown in table 5-1, above. The process for issuing a reinstatement notice is the same as the basic document development process discussed throughout this Chapter, except as follows:

a. If a coordinated document is being reinstated without change, the Preparing Activity need only coordinate with the Custodians and Review Activities to determine their interest in the reinstated document.

b. If a limited coordinated document is being reinstated without change, the Preparing Activity need only coordinate with any

Review Activities to determine their interest in the reinstated document. If there are no Review Activities, coordination is not required.

c. The Preparing Activity can amend or revise the document concurrent with the reinstatement action, but must follow the procedures for revision, amendments, or change notices, as applicable.

d. Do not reinstate canceled interim documents.